Boards, Commissions and Committees: In-Person, Hybrid and Virtual

Sarah Edgerton, IT Director

Background Data

Background Data

The City of Madison has hosted **926** virtual Board, Commission, Committee meetings **since March 30, 2020**. This equates to over **2200 hours** of virtual BCC meetings, averaging **three meetings a day**.

Meeting Schedule

Thursday, June 3, 2021

Time	Meeting	
9:00 am	Task Force on Digital Inclusion Strategic Priorities	VIRTUAL
5:00 pm	Madison Public Library Board	VIRTUAL
5:00 pm	Public Market Development Committee	VIRTUAL
5:00 pm	Traffic Calming Subcommittee	VIRTUAL
5:30 pm	Affirmative Action Commission	VIRTUAL
5:30 pm	Community Development Block Grant Committee	VIRTUAL
5:30 pm	Notice of Possible Quorum of City of Madison Committee(s)	VIRTUAL

Friday, June 4, 2021

Time	Meeting	Location
3:00 pm	Notice of Possible Quorum of the Police and Fire Commission	**Garver Feed Mill** 3241 Garver Green, Room Atrium Madison, WI 53704

June 2

S	M	T	W
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

Committees

Meeting Schedule

Virtual Meetings

Watch Meetings Online

Apply for a Committee

Resources for Committee M

Background Data: IT Media Team

The IT Media Team has supported **223** of the **926** meetings for **930 hours** of coverage. This does not include staffing from all of the City agencies.

Hours worked (3/7/20 - 5/28/21):

- Total Hours: 5,643.03
- Total Dollars: $185,976.94

Overtime worked (3/7/20 - 5/28/21):

- Total Hours: 2,523.95
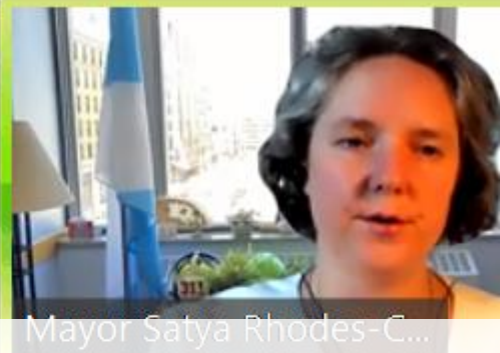- Total Dollars: $36,816.77
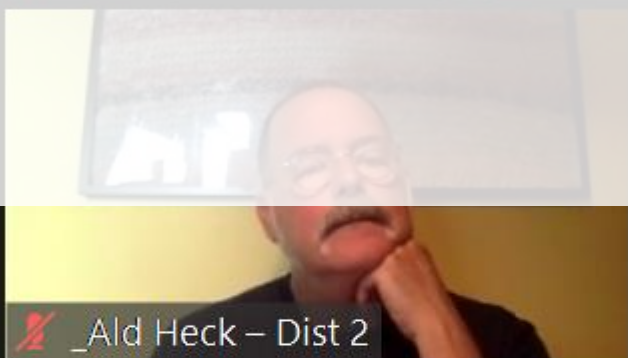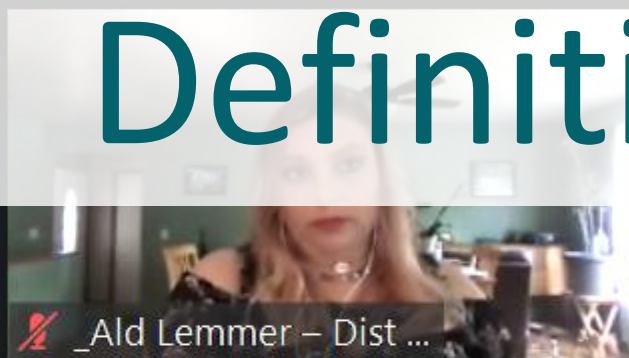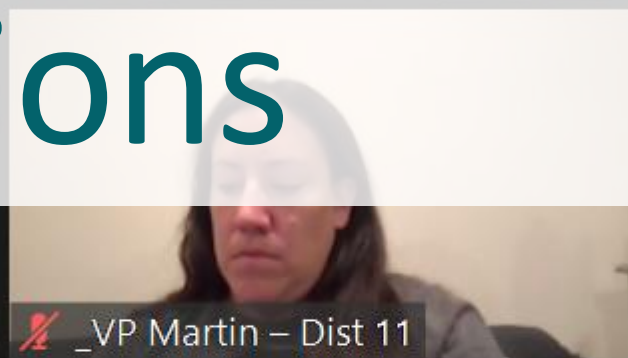
Definitions: In-Person Meeting

In-person meeting: All members of the body, all staff, and all members of the public that participate do so in person.

Item 8 - REFERRALS FROM THE COMMON COUNCIL
Create a joint City-County task force on PFAS (per-and polyflu

Common Council Executive Committee

Definitions: Virtual Meeting

Virtual meeting: All members of the body, all staff, and all members of the public that participate do so virtually.

Definitions: Hybrid Meeting

Hybrid meeting: Any meeting that is not 100% in person and not 100% virtual. For example, if members of the body are physically present but some or all members of the public are allowed to participate virtually, it is a hybrid meeting.
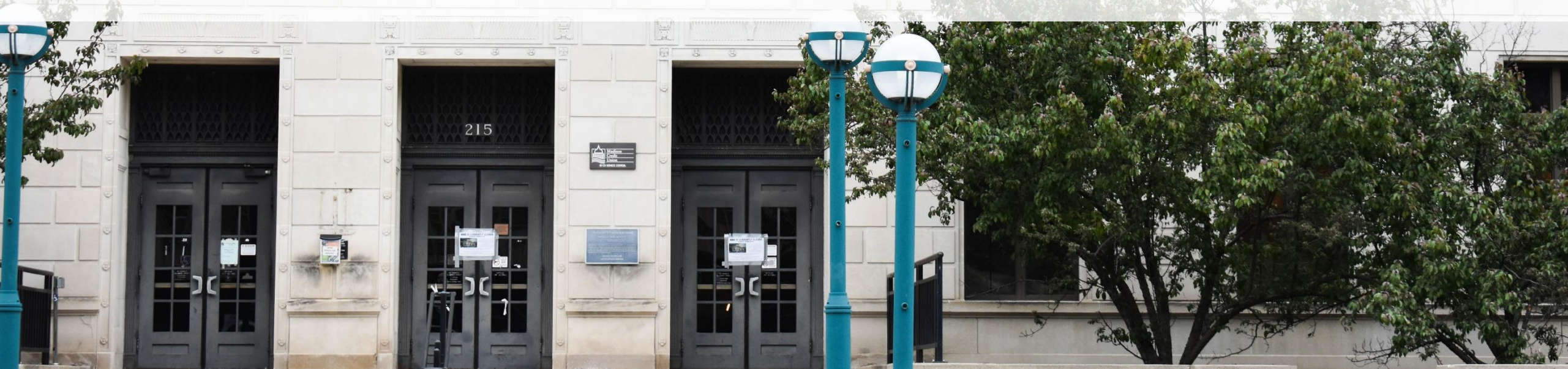

In-Person + Virtual = Hybrid

Item 8 - REFERRALS FROM THE COMMO
Create a joint City-County task force on
Common Council Execut

Common Council Executive Committee / June 01, 2021 cityofmadison.co
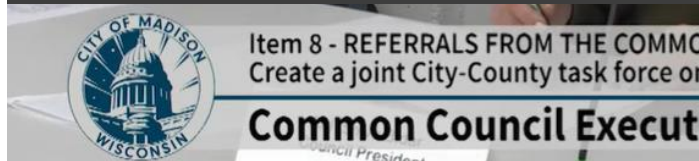
Type 1 vs. Type 2

Type 1: Meetings require a committee staff person to handle administrative duties like roll call and taking the minutes. The technical facilitation is managed by two IT staff. Staffing and streaming constraints place a limit on the number of Type 1 meetings, and the timing of them, that can be held in a week.

Type 2: Meetings carry a recommendation of two City committee staff, but do not have any IT staff assistance during the meeting. The majority of the City's Boards, Commissions and Committees are Type 2 meetings.

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Considerations

Considerations for In-Person, Virtual and Hybrid Meetings

Considerations are broken down into three categories:

1. Legal Considerations
2. Meeting Process Considerations
3. Technical Considerations
4. BCC Members and Staffing Considerations

Under each category, an analysis was completed from the perspective of in-person, virtual and hybrid meetings.

Council Chambers will NOT support a hybrid solution until (CCB 201) construction is completed. It is scheduled to start this month (this is a Dane County project). We anticipate end of third quarter for completion

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Technical Considerations

Consideration	Virtual	Hybrid	In-Person
Technical limitations	▪ Requires Zoom licenses and capable devices to facilitate ▪ Requires adequate internet connection ▪ Back-and-forth debates are not as viable in Zoom since the software picks up the loudest voice in the meeting	▪ Requires hardware and software to run hybrid meetings ▪ Requires adequate internet connection ▪ Type 2 meetings would need extra equipment to facilitate a hybrid meeting without IT-intervention ▪ Requires an extra computer to allow in-person attendees to register for items	▪ So long as the AV systems are functioning, the rooms are relatively absent of technical limitations ▪ Requires an extra computer to allow in-person attendees to register for items

Technical Considerations

Consideration	Virtual	Hybrid	In-Person
Technical staffing	▪ Type 1: Managed by Media Team (requires 3 permanent staff per meeting) ▪ Type 2: IT provides support before or after the meeting when requested, facilitation is the responsibility of City staff	▪ Requires 3 permanent Media Team staff and 2 to 3 hourly staff (at least 1 permanent will need to be in-person)	▪ Requires 1 permanent Media Team staff and 2 to 3 hourly staff per meeting

Technical Considerations

Consideration	Virtual	Hybrid	In-Person
Suitable rooms	▪ All Zoom licenses for Type 1 and Type 2 are paid for through 2021	▪ Requires rooms set up specifically for hybrid meetings	▪ Requires space large enough to hold a public meeting

Technical Considerations

Consideration	Virtual	Hybrid	In-Person
Member speaker queue	▪ Utilizes the "Raise Hand" feature in Zoom as a speaker queue	▪ Requires development of a method to determine the order of members wishing to speak since in-person members should not be using Zoom. This includes meetings in CCB 201 since there is not currently an integration between Zoom "Raise Hand" and the in-room queue system[1]	▪ CCB 201 has a Crestron system to manage the speaker queue; no other rooms are set up with this system

Recommendations

Early Hybrid Recommendations

The "early hybrid recommendations" outline the best earliest solution of hybrid meetings within the next several months provided IT has additional IT staff to support the "early hybrid model."

Early Hybrid Recommendations

For Type 1 hybrid meetings

- All members of the body should be in attendance in-person.
- City staff should still appear virtually
- Public registrants should still appear virtually
- Interpretive services should attend virtually to better accommodate getting an interpreter in time and provide an ability for the requestor to visibly see and/or hear the interpreter.

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Early Hybrid Recommendations

Type 2 meetings

- Type 2's could begin meeting entirely in-person once the public registration module is completed (this will take six weeks to complete).
  - This means members of the body, staff, and public registrants **are all in-person**. No one is remote.
    - Type 2 in-person meetings will not be recorded.
    - Interpretive services will need to be in-person.
- Type 2 meetings can remain 100% virtual.
- Type 2 meetings are not eligible to meet in a hybrid mode at this time due to lack of hybrid-capable rooms, and limited staff and financial resources.

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Early Hybrid Recommendations

- All Type 1's can **be hybrid**, but all Type 2's will remain either **all virtual or all in-person** for the time being.
- Only Type 1's and Type 2's that **remain virtual** will be able to record their meetings.

  Note that resuming in-person meetings is contingent on a policy direction from the Mayor and Common Council Leadership.

Support

Supporting Hybrid Meetings

Staffing

- IT will need one additional IT Media Team member to support the hybrid model. We are unable to support any hybrid model without additional staffing.
- Agencies will need to provide additional staff to support a hybrid model for in-person participant registration and virtual participant registration.
- A hybrid model will create a greater need for City staff to support the meetings. More than what we have seen with virtual meetings

Training

- There will need to be a whole new training program created to support a hybrid model. Training materials will take time to develop and implement.

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Supporting a Full-Hybrid Model

In order for the City to move to a full-hybrid model, IT Capital Budget requests presented for the 2022 Capital Budget cycle would need to be funded. IT does not have staffing nor the funding to support a full-hybrid model in 2021 and beyond.

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Questions?